

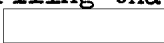
*Send Joe
requirements
for shelving*

18 March 1963

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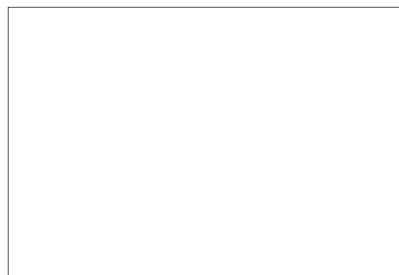
I'm enclosing a thermO-fax copy of the article concerning Shelf Filing that appeared in the February 1960 Support Bulletin. Our people  referred to this article in their request for 6 sections. While I was there two weeks ago they said that they would like to experiment with it. From what they asked for, I'm not sure if they want 6 of the units pictured in the article or just one section as shown with the six shelves. Their ~~fill~~ room is approx 24' x 21', which is occupied with approx. 30 4-drw safes; a row against each of the 24' walls for about 1/3 the length of the walls and two rows of the same length "back-to-back" in the middle between those against the walls. As I mentioned on the phone the ceiling is approx. 8' high.

The quantity they have asked for is experimental, and if possible I would like to be able to give them something that we might have as excess. Something that could be supplemented by purchase if necessary. I hate to see money spent on something that we would be happy to get rid of. I'm estimating that they might need approx. 300 linear feet of filing space. If possible see if what we have lying around might suit their needs, at least in part.

They didn't state specifically where they would put the shelf filing when I was there, but the way they had their safes arranged at on end of the room, I would say that they would use the end of the room that is 21' wide and build out as far as necessary from that point. However this is just a guess, I think as long as we could send them, let's say something comparable to ~~the~~ 6 of the pictured units, they could build from there. If you think that you can muster enough to get them started, I will write to them and explain the working of them and ask that they gives us a proposed layout to enable us to give them what they need from stock, supplimented as required by procurement action.

As far as I know there are no wall obstructions, there are no windows and no pipes or outlets to interfere with the use of wall space.

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1. - Type of material
2. - Dividers
3. - Secured

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*See Please call with  3/28/63
themselves and take care of this.* 

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